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21 April 1955

MEMORANDUM FOR: Deputy Director (Support)

SUBJECT: Brief of Activities - Office of Security

1. The Office of Security provided security support for the Clark Committee, including round-the-clock armed protection of classified material and technical inspection of the conference site at [REDACTED], from 13 to 15 April 1955. The service was performed without any unusual incident.

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2. The move of the Record Center from the Cinder Block Building to [REDACTED] for which the Office of Security provided armed escorts during the past four weeks, has been completed.

3. Two Security Officers conducted a technical inspection of a [REDACTED] in preparation for a high-level classified meeting.

4. The classified waste depository in Room 1027 "I" Building, which went into operation last month, was examined by Mr. [REDACTED] Administrative Services Officer for SSA/1/CL. He was impressed with its efficiency and advised that he would try to obtain space in Buildings "J", "K", and "L" for similar installations.

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5. By co-ordination with the Office of Personnel, a point of contact was established for investigators of other agencies who have difficulty in determining the supervisors of former employees of CIA. The Office of Personnel has designated Mr. [REDACTED] as the point of contact who will assist investigators by releasing pertinent information from the personnel file.

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6. Meetings were held with OO/C to put into effect a new system of clearances for contacts with OO/C. The operation, effective 2 May 1955, will entail the furnishing of information on prospective contacts, developed as a result of name checks, to the Contact Division who will determine the degree of release of classified information up to and including "Secret" to their contacts. Guidance as to the significance of the information developed on prospective contacts will be given the Contact Division when necessary and in some instances, security will deny the contact. Necessary operating forms are being prepared and will be available by the effective date.

7. In connection with our program of requesting the Civil Service Commission to conduct investigations of char force and guard personnel of the General Services Administration, it has been agreed that Civil Service "Forms 26" be furnished, instead of our lengthy Personal History Statement. The Civil Service Commission follows the practice of photostating the personal history of individuals being investigated. They feel that the cost of photostating a 14-page PHB is excessive for their needs.

8. A meeting was held on 15 April 1955 to discuss the proposal of SR Division that group hospitalization insurance be allowed for certain individuals associated covertly with the Agency. Attending this meeting were representatives of General Counsel, Management Staff, Office of Security, Insurance Branch and Contract Staff of the Office of Personnel, and the DD/P (including SR Division, Cover Division and Special Support Staff). The result of this meeting was that the SSA/DD/S agreed to review the entire problem and present a staff study to the Chief of Operations (DD/P) for consideration.

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9. Legislative Counsel (Mr. Pforzheimer) informed this Office by telephone that Senator Knowland had requested the Library of Congress to procure [redacted] reports of the year 1945. According to Pforzheimer, these reports apparently are of interest to Senator Knowland in connection with the Yalta meeting. Pforzheimer said that the reports were in the custody of CIA and bore a stamp "RESTRICTED - Government Use Only". He said further that Mr. [redacted] had been consulted and that the reports had been reviewed in accordance with Executive Order 10501 and had been officially declassified; furthermore, that [redacted] had no objections to the release of these unclassified reports to the Library of Congress for transmittal to Senator Knowland. In view of the foregoing, Pforzheimer was informed that the Office of Security would have no official position in the matter because the reports were unclassified and because the Office of custody interposed no objection to their release.

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10. Security guidance was furnished to the Office of Logistics in their proposed arrangements with the Chesapeake and Potomac Telephone Company for providing line load control service which will permit the use of home telephones of key Agency personnel in the event of a National emergency.

Sheffield Edwards
Director of Security